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RULES AND INSTRUCTIONS FOR BRANCH
LIBRARIANS AND ASSISTANTS



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GENERAL RULES

1. All rules governing the staff of the circulation department and the administration of its branches are made by the Committee on circulation, or by the Chief of the department with the approval of the Director.

2. Branch librarians will receive notification of all changes in, or additions to, the rules through the "Staff News;" and such changes or additions shall at once be entered in the printed rules at each branch.

3. Recommendations from branch librarians for changes in the rules, or any questions relating to their application in special cases, shall be referred directly to the Chief of the department.

4. Letters between branches and offices on library business shall always be addressed to an office, department, or branch; not to an individual. All correspondence concerning branch matters shall be carried on through the branch librarian. Official letters sent by assistants shall be submitted to the branch librarian for approval.

5. All official correspondence received by branches not relating to routine matters shall be referred to the Chief of the department.

6. The name of the sending branch shall always appear plainly on all reports, letters, packages, etc., sent to the central offices or to another branch.

7. The flag shall be displayed at the branches on holidays as follows:

| | |
|-------------------|-----------------------|
| February 12 | Lincoln's birthday |
| February 22 | Washington's birthday |
| May 30 | Decoration day* |
| July 4 | Independence day |
| September | Labor day |
| October 12 | Columbus day |
| November | Election day |
| November | Thanksgiving day |

8. Public notices or placards or communications for publication in any way relating to the work or policy of the library shall first be submitted to the Chief of the department for his approval.

9. Branch librarians may report to the Chief of the department any news items in connection with the work of their branches that are of interest to the general public. Newspaper reporters desiring information shall be referred to the Chief of the department.

"STAFF NEWS"

10. The "Staff News," the official bulletin of the Library, is issued every Friday and is sent to the branches on Saturday morning for distribution to each member of the staff. Branches not receiving it by Monday morning should notify the Shipping clerk.

*The flag is half masted until noon, then run to the head till sundown.

11. As the "Staff News" contains official notices, every assistant is expected to read it regularly and promptly. Notices inserted in it will be regarded as sent personally to every member of the staff, and ignorance of them will not be received as an excuse. A complete set must be kept on file at each branch in a place available to every member of the staff.

HOURS OF OPENING

12. All branch libraries shall be open to the public from 9 a. m. to 9 p. m. on week days, including legal holidays, with the following exceptions: CENTRAL CIRCULATION ROOM open 9 a. m. to 10 p. m. every week day, 2 to 6 p. m. on Sundays. CENTRAL CHILDREN'S ROOM 9 a. m. to 6 p. m. on week days. LIBRARY FOR THE BLIND, TRAVELLING LIBRARIES, and OFFICES open 9 a. m. to 5 p. m. on week days. CENTRAL CIRCULATION and branches in Carnegie buildings open full hours on all holidays; other branches closed on January 1, May 30, July 4, December 25, presidential election day, and Thanksgiving; after 6 p. m. on February 22 and Christmas eve; after 5 p. m. on election days when not presidential. On Sundays the CATHEDRAL and ST. RAPHAEL branches open 10 a. m. to 12 m., and reading rooms in RIVINGTON STREET, TOMPKINS SQUARE, OTTENDORFER, MUHLENBERG, and 58TH STREET branches from 2 to 6 p. m. RIVINGTON STREET and TOMPKINS SQUARE reading rooms open to 10 p. m. on week days. A catalogue of all the books in the department is open to the public on week days from 9 a. m. to 5 p. m. in room 100, central building. (For latest information consult current issues of "Monthly list of additions.")

13. Hours of opening for children's rooms shall be arranged by the Supervisor and branch librarians subject to the approval of the Chief of the department.

14. Branch libraries shall not be open to readers or friends of employes before 9 a. m. or after 9 p. m.

15. No floor, or part of floor, of any branch shall be closed to the public during library hours without permission of the Chief of the department.

THE STAFF

16. The branch librarian shall be in charge of the branch, with full authority over every employe therein. She shall be responsible for the discipline and efficiency of the assistants under her, the condition of the building and its contents, and the proper conduct of the branch.

17. In the absence of the branch librarian her powers and duties devolve upon the first assistant, or in the latter's absence, upon some one of the other assistants designated by the branch librarian. In such cases all other assistants in the branch shall be informed as to the assistant temporarily appointed by the branch librarian to take charge in her absence.

Only regularly appointed assistants shall at any time be left in charge of a branch.

18. As a rule only regularly appointed assistants, substitutes, library school students, and probationers shall be permitted to take part in the library work at the branches. Volunteer service is not permitted at any time except by special permission of the Chief of the department.

19. Assistants dissatisfied with decisions of the branch librarian may appeal to the Chief of the department. From a decision of an assistant temporarily in charge an appeal should be made to the branch librarian, not to the Chief of the department.

20. Notices of resignation shall be forwarded to the Chief of the department one month in advance. The last day on which the assistant is on duty shall be considered the date on which the resignation takes effect.

21. Immediate notice of change of address shall be sent to the Central office.

SUBSTITUTES

22. All applications for substitutes (including substitute custodians, messengers, and janitors), shall be made by the branch librarian to the Chief of the department. No person shall be employed at a branch as substitute without his permission.

23. Every substitute shall keep a time sheet during the period of service at a branch. This time sheet must be certified to by the branch librarian and forwarded to the office of the Chief on the day following the departure of the substitute from the branch. (*Cf.* also under "Schedules.")

24. Substitutes who have served continuously for one year or more are allowed the full two weeks' sick leave accorded to regular members of the staff. Substitutes who have served less than one year are allowed sick leave proportionate to their term of service.

PROBATIONERS

25. Branch librarians are required to arrange for the instruction of probationers, assigned to their branches, under the direction of the Registrar of the Library school.

26. This instruction shall presume a regular place on the schedule for the probationer, with opportunity to perform all the routine duties ordinarily required of Class D assistants. No probationer, however, shall be scheduled at a branch for more than two evenings a week.

27. As soon as the probationer has completed her assignment at a branch, the librarian shall forward to the Registrar of the Library school a detailed report (on a special blank form) in regard to the quality of work done by the probationer while under her direction. In filling out such reports

librarians should remember that they will be used at the end of the term as a basis for recommendations for appointment on the staff.

28. At the end of an assignment, the time sheet of each probationer shall be signed by the branch librarian and forwarded at once to the Central office.

JANITORS

29. Janitors of branches shall be subject to orders of the branch librarians.

30. Janitors are required to wash all floors at least once a week and sweep them daily. Floors must be dry by 9 a. m. All woodwork and furniture must be dusted daily, and windows must be cleaned at least twice a month; oftener if required by the branch librarian.

31. Staff rooms, work rooms, etc., must be cleaned like other parts of the building, but it is not required of the janitor or his family to do any work in connection with the preparation of lunches, the cleaning of dishes, etc., for the staff.

32. At the request of the branch librarian the janitor is required to do outside work, such as calling for overdue books, taking application blanks, delivering library notices, etc.

33. Each janitor will be held responsible for the cleaning of his branch during his vacation. Substitute janitors, whether engaged by the Central office or by the regular janitor, will be paid a definite salary by the library in each case, but this salary will not provide for the washing of windows or floors. This work must be paid for from the janitors' cleaning allowances.

34. Buildings must not be left unoccupied at night during the janitors' vacations. In the absence of the regular janitor and all members of the family, the substitute janitor must remain in the building over night, except by special permission of the Chief of repairs.

35. The names of all substitute janitors must appear on the pay rolls for the month in which they serve.

SCHEDULES

36. The required number of working hours for each assistant shall be forty per week, not including meal time for which one hour additional shall be taken.

37. The distribution of the weekly requirement of working time shall be made by each branch librarian or head of office for members of his or her staff, and schedules shall be submitted upon request to the Chief of the department for examination or approval.

38. The allowance of one hour for each meal is compulsory, and no assistant is permitted to shorten this period in order to make up lost time, or for any other reason.

39. Reading-room custodians, messengers, and pages are required to work 45 hours a week, not including meal time.

40. Assistants are allowed 8 hours off for each legal holiday, reducing the required hours during the week in which the holiday occurs to 32. In Carnegie buildings, when extra pay is allowed, the hours of service on holidays shall not be counted as part of this total.

41. Assistants may work overtime only by direction of the branch librarian. This shall be allowed only in case of special need. Such extra work may be offset by absences with the special consent of the branch librarian.

42. Every assistant scheduled shall be ready for duty at least five minutes before the library is open to the public.

43. Every employe is required to keep a time sheet, showing the time of arrival and departure on each working day. The time sheets must be filed together at the branch, as long as they are in use, in the custody of the branch librarian or first assistant. The name inverted, address, and telephone number of the assistant must be written on each sheet. The weekly total of hours shall be entered.

44. Time sheets of all assistants with the exception of substitutes and probationers (as heretofore noted), must be kept on file at the branches until the end of the calendar year, and sent to the office of the Chief before January 15 following. The branch librarian or head of office is required to certify to the correctness of the record on each sheet.

LEAVES OF ABSENCE

45. Two weeks' absence (or 80 hours, not necessarily consecutive) for illness in each calendar year is allowed, without deduction of salary. Beyond this period, the Chief of the department has power to grant sick leave up to a total of one month (including the two weeks previously specified), on the recommendation of the Medical officer.

46. The full two weeks' sick leave is allowed not only to all regular members of the staff, but also to substitutes who have served continuously for one year or more. Such employes who have served less than one year are allowed a fraction of two weeks proportionate to the part of one year for which they have served. (See also under "Substitutes.")

47. A report on a special form provided for the purpose, of the total number of hours lost by each assistant on account of illness during the month, shall be sent by branch librarians to the Chief of the department on the first day of the month following. This report shall always be sent each month, even though there is no illness to be recorded.

48. Assistants absent unexpectedly on account of illness shall notify the branch librarian at once, by telephone if possible. Failure to do this may involve loss of salary for the period of such absence.

49. Leaves of absence of not more than three days may be granted on special request by the branch librarian, it being understood that the time lost will be made up, or salary deducted.

50. Leaves of absence of more than three days must be requested in writing from the Chief of the department, with the endorsement of the branch librarian, or head of office. In such cases deduction of salary will be made for the full term of absence. In general, leaves of absence for short periods will not be granted immediately before or after vacation.

51. Leave of absence to attend library conferences or club meetings will be granted only when such absences do not involve the employment of substitutes. No deduction of salary will be made.

52. Leaves of absence on account of illness or death in the immediate family will be excused up to a reasonable limit upon application in writing to the Chief of the department and the endorsement of the branch librarian.

53. Assistants desiring leaves of absence in addition to vacations must submit their requests for the same in writing to the Chief of the department before May 1. No leaves of absence can be granted after that date. Every request must be endorsed by the branch librarian, and should state definitely the period of the leave of absence desired and the reason therefor.

VACATIONS

54. Every employe of the Circulation department except janitors, custodians, and messengers, receives in each calendar year a vacation of one month, with salary. "One month" means the period beginning with any date in a calendar month, to the same date in the next calendar month, not inclusive, without regard to the number of days included or the holidays therein.

55. Persons entering the service of the library between January 1 and March 31 will be granted a vacation of two weeks; persons entering the service later than April 1 receive no vacation in that calendar year.

56. Janitors, custodians, and messengers receive vacations of two weeks.

57. Except for special reasons, vacations shall be taken between June 1 and October 1. Each branch librarian shall assign vacations in her own branch; the branch librarian and her first assistant shall not be absent at the same time. Schedules showing the complete assignments must be sent to the Chief of the department for approval before May 1.

58. Assistants resigning just before the vacation period will be granted vacation only for special reasons, by permission of the Director. Written application for such vacation, endorsed by the branch librarian, shall be made to the Chief of the department.

PAY ROLLS

59. Requisitions for salaries made out on the special form provided, shall be sent to the Finance office on the 15th of each month, except during the months of June, July, August, and September, when they shall be sent in on the 12th. Names on the requisitions shall be arranged in two groups, as

follows: (a) regularly appointed employees, arranged according to grades, and (b) substitutes, arranged alphabetically. All payments other than regular salaries (such as those for Sunday, extra evening, or holiday work) shall be entered separately in the proper columns. The requisitions shall contain the names of all employes, whether to be paid salary or not, and if no salary is due the reason therefor shall be stated.

60. The amounts on the requisition shall be added at the branch and the total stated. Each requisition must bear the signature of the branch librarian or her representative, to certify to its correctness.

61. From these requisitions the official pay rolls for the month, a separate one for each branch, are made out at the Finance office. These must be received by each person who receives salary. Pay rolls must not be returned to the Bursar's office until they are signed by all whose names appear on them. Pay rolls shall not leave the building for signature unless in the custody of a responsible assistant. If an assistant intends to leave the service and will not be easily accessible at the end of the month, she shall call at the Finance office at some convenient time to sign the pay roll, in which case the check will be mailed to her directly from headquarters. In case of unexpected absence, such as for sickness, etc., a separate receipt must be obtained, and attached to the pay roll, on which the branch librarian may then sign the absent person's name, adding "per" followed by her own signature.

62. When assistants desire vacation salaries in advance, branch librarians shall see that the extra amount is placed in the pay roll for the month preceding the vacation.

63. When an assistant leaves the service before the expiration of the time for which salary has been requisitioned, full particulars shall be sent to the Finance office immediately.

64. Payment of salary during the absence of an assistant will cease automatically at the expiration of the two weeks' sick leave regularly allowed, unless otherwise recommended by the Medical officer.

65. Assistants volunteering or assigned for Sunday service receive one dollar extra for four hours (2 to 6 p. m.). Janitors, when their services are necessary, receive the same amount.

66. When reading rooms are open until 10 p. m. instead of 9 p. m., assistants on duty receive twenty-five cents extra for each evening.

67. Assistants and other employes volunteering or assigned to service on legal holidays in Carnegie buildings receive compensation as follows:

| | | |
|-------------------------------|--------|---------|
| Assistants | \$3.00 | per day |
| Reading room custodians | 2.00 | " " |
| Messengers and janitors | 1.00 | " " |

68. In branches where public lectures are held by the Board of Education, and where the library is kept open for half an hour after the close of the lecture, assistants on duty during this period receive twenty-five cents extra.

MEETINGS

69. Meetings of branch librarians and heads of offices under the direction of the Chief of the department, and of assistants in charge of special work under the direction of the supervisors, are held from time to time as announced in the "Staff News." Attendance at these meetings is required, and in the absence of the branch librarian or assistant in charge, a representative from the branch shall attend the meeting.

LIBRARY HANDWRITING

70. Library handwriting, or printing, shall be used in the following records, except where typewritten:

| | |
|------------------|--------------------------------|
| Accession book | Posted bulletins and booklists |
| Book cards | Registration book |
| Borrowers' cards | Shelf list |
| Catalogue | Statistic book |
| Monthly reports | |

RULES FOR DESK ASSISTANTS

REGISTRATION

GENERAL RULES

71. Any person having either a home or business address in any of the five boroughs of the city of New York is entitled to the privileges of The New York Public Library upon application at any branch in accordance with the regulations of the library.

72. Each applicant for a borrower's card shall, when required, give as reference the name and address of another resident of the city of New York who will identify the applicant and certify to the correctness of the address given by him. Applicants known at the branch where they make application may, at the discretion of the branch librarian, be allowed to register without giving reference, and may receive a card at once.

73. On request of members of the Board of trustees or of the Committee on circulation, the Director, Assistant director, or the Chief of the department, cards are issued without reference. Cards are also issued without reference to teachers in the public and corporate schools of the city and to those preparing to become teachers, if duly certified by the head of the training institution.

74. Applicants who are unable or unwilling to give reference, shall be allowed, in lieu thereof, to make a deposit of three dollars at the branch, and are then given a card at once. The deposit is retained by the library until the reader surrenders his card or furnishes a reference, when the original amount of the deposit is returned to him, after deducting unpaid fines or other charges.

75. As a rule, applicants must register at the library in person, no application blanks being sent out from the branch except in cases of illness, or when the applicant is otherwise unable to visit the library.

76. No person shall be allowed to register or hold a borrower's card at more than one branch. When receiving applications, assistants in charge of registration should always ascertain whether applicants have registered or hold cards at any other branch.

NEW APPLICATIONS

77. Applicants must fill out two blanks, one to be filed at the branch, and the other sent to the Central registration office; the reverse side of the duplicate need not be filled out. The application remaining at the branch shall be stamped "Registered at Central."

78. To aid in identification, every applicant should be asked to write his or her name *in full* on the application blank. The name on the application blank and on the borrower's card should correspond exactly.

79. Married women should sign applications in their own names, and write their husbands' names beneath, viz:

Mary Alice Smith
Mrs. John Walter

The application should then be endorsed by the assistant for filing thus:

Smith, Mrs. John Walter (Mary Alice)

80. In cases of names changed by marriage or otherwise, readers shall be required to fill out duplicate application blanks for the Central registration office. A report of the change of the reader's name by an assistant is not sufficient, as it affords no opportunity for comparison of signatures.

81. Titles of courtesy (Mr., Miss, Mrs., etc.) and professional titles (Dr., Rev., etc.) shall be used on borrowers' cards issued in the adult rooms, and indicated in parentheses on the duplicate application blank.

82. The assistant receiving the application should always write out the applicant's name and address in pencil when the handwriting is not clear or when there is likely to be any uncertainty as to the name.

83. Duplicate applications for the Central registration office must bear the registration number and date, and must be forwarded to the Central registration office not later than the day following the issue of the card to the borrower, the applications being arranged alphabetically.

84. If an application for a borrower's card is for any reason questioned at the Central registration office, notice to this effect is sent at once to the branch. The borrower's card must then be revoked and held by the branch until the difficulty is satisfactorily adjusted.

85. Addresses of persons registered at the branches shall be regarded as strictly confidential, and shall not be given out except by special direction of the Committee on circulation.

RENEWED APPLICATIONS

86. Cards issued to adults are good for three years and are subject to renewal at the end of that time. Cards issued from children's rooms are good for one year only, being subject to renewal at the end of each year.

87. Renewed applications are treated as new applications, the duplicate slips being sent to the Central registration office.

88. Cardholders in good standing at the branch may, at the discretion of the branch librarian, have their cards renewed without giving reference.

TRANSFERS

89. Cards are good at any branch, but transfers may be made when the reader changes his address and intends to draw books regularly from another branch. Transfers shall not be issued to delinquent readers.

90. A transfer notice on the prescribed form shall be sent to the Central registration office in every case by the branch receiving the transferred reader.

91. Duplicate applications of transferred readers shall only be sent to the Central registration office when the readers have not previously been registered at this office, but the transfer notice must be sent in every instance.

92. In branches where children transferred from the juvenile to the adult department are required to sign new application blanks and receive new numbers (*i. e.*, are treated as new readers), librarians shall indicate below the new registration number on the duplicate application sent to the Central registration office the old number previously used in the juvenile department. The same rule as to indicating old numbers on new duplicate applications should be observed when applications are renewed in either department.

DEPOSIT MEMBERS

93. A "temporary" reader, who is in the city for a short time only, and wishes to use the library, may be given a card upon receipt of the required deposit of three dollars in lieu of reference, but no duplicate application blank need be sent by the branch to the Central registration office, or registration number assigned, as in such cases the card will probably be surrendered upon the return of the books first borrowed thereon. However, if the reader decides to keep his card and become a permanent member, he should be assigned a registration number, and a duplicate of his application sent to the Central registration office.

94. Other deposit members are required to fill out duplicate application blanks, one of which shall be sent to the Central registration office, as in the case of regularly registered borrowers, no distinction being made except in the omission of the reference requirement.

95. Deposit members shall be assigned registration numbers in the regular order, as other members.

RENEWED APPLICATIONS

87. Personal application must be made for renewal except as provided for in Rule 75. Renewed applications are treated in the same way as the original ones, the duplicate slips being sent to the Central registration office. The expired card must be returned before the new one is granted. If it is lost the application for renewal may be made, but one week must elapse before a new card is issued.

A new number, which should be the next consecutive unused number in the registration book, should be assigned to the borrower and his old number written in pencil underneath the new one on both application blanks. After the information on the new application has been entered in the registration book, the old application and card may be destroyed except when delinquent notices have been filed. Applications which are renewed should be indicated in the registration book by stamping "Re-Registered" before the old registration number.

All cards expiring in any one month may be used 30 days after the date of expiration. Upon the first presentation of the card after the date of expiration, the attention of the borrower should be drawn to the fact that it has expired and if he does not wish to renew it immediately, both sides of the card should be stamped with the expiration stamp. Should a month elapse without renewal of the application the card shall be retained at the library.

For the convenience of the assistants in detecting cards which have expired, the inclusive numbers of applications which expire in the current month will be posted at the registration and charging desks.

The registration file should be weeded out each summer and all applications, except those of delinquents, that expired more than a year previous should be sent to the Central registration office.

Readers transferred from another branch should be asked to sign new applications and be given a card good for three years from the date the transfer is accepted. If deemed necessary by the branch librarian, such a reader may be requested to renew his references.

In cases where a special card has been issued the date of expiration remains the same as for the original card. The special card, however, may be renewed on request for one additional period of three years without the necessity of its holder filling out new application blanks. A new number shall be assigned and a note giving both old and new numbers sent to the Central registration office.



96. When a deposit member surrenders his card, the branch shall cancel his application, and notify the Central registration office, if registered there.

DELINQUENTS

97. When a borrower owes a fine of fifty cents or over, or has in his possession books belonging to the library long overdue, or has lost or mutilated a book and not paid for it, or in any other way has forfeited his right to the privileges of the library, his name shall be reported by the branch librarian to the Central registration office on the special printed form stating the nature of the delinquency.

98. If a member of one branch becomes delinquent at another, notice shall be sent to the branch from which the card was issued. This branch shall, in turn, notify the Central registration office.

99. When a delinquent has paid his fine or returned his books, this fact shall be reported to the Central registration office.

100. The fact that one member of a family is on record as a delinquent shall not bar other members of the family from the privileges of the library.

101. The occupations or school grades of delinquent members must be indicated on all delinquent notices sent to the Central registration office. Juvenile delinquents shall be distinguished from adult delinquents by stamping "Children's room" at the top of the notice.

102. When a branch sends to Central registration office more than one delinquent notice for the same reader, care should be taken to state plainly on the second notice whether the fine indicated thereon includes the amount of fine reported on the first notice or whether it is an additional charge.

CHANGE OF ADDRESS

103. When a borrower reports a change of address the new address shall be written on his card, on the application blank, and in the registration book.

104. Changes of address must be forwarded by branches daily to the Central registration office.

SPECIAL CARDS

105. Special cards, good for twelve books for study, to be kept not longer than six months, are issued to teachers in the public and corporate schools of the city, and to others who desire them for serious study or investigation. Books taken on these cards must be renewed monthly and are lent with the understanding that they must be returned after two weeks' use if requested. If several such books have been taken out within a short period, they may all be renewed at once when the first has been out one month.

106. Special cards issued by one branch are also good at all other branches, subject to such limitation as the branch librarian may see fit to impose in each case.

107. No reader shall be allowed to hold both a regular and a special card. A regular cardholder who applies for special privileges, shall surrender his regular card upon receipt of a special card.

108. A special card shall include the privileges of a regular card, and books may be borrowed upon it under the rules governing ordinary issue, or under those applying to special issue, or under both; provided that the total number of books shall not exceed four when borrowed under the rules of ordinary issue, or twelve when borrowed under the rules of special issue, or twelve when borrowed under both.

109. Applications for special cards must be signed by branch librarians with recommendations either for or against issue, and sent daily in duplicate to the Central registration office. Special card applications should be enclosed in separate envelopes, and not included in packages of regular applications.

110. Librarians are expected to verify addresses of applicants and their references before sending the applications to the Central registration office.

111. Applicants for special cards are required to give two references. However, when applicants refuse to give such references the applications shall be forwarded at once to the Chief of the department direct, together with special reports from branch librarians covering these cases. Upon the request of members of the Board of trustees, the Committee on circulation, the Director, the Assistant director, or the Chief of the circulation department, special cards shall be issued without references.

112. Deposit members shall not be given special cards. If a deposit member applies for a special card and gives the two required references, he shall be considered a regular member. Upon the issue of the card his deposit shall be refunded.

113. Applicants not already registered to whom special cards are issued shall be entered in the registration book in regular sequence with other readers, and the abbreviation "Sp" written after their registration numbers. No special numbers or series of numbers shall be assigned to special cards.

114. Information given by applicants for special cards as to their occupation and reasons for requiring special privileges must be in specific form for tabulation. For example, under "Occupation" such terms as "Cashier," "Clerk," "Student," etc., are not sufficient. The precise nature of the employment must be indicated in each case, as "Bank cashier," "Order clerk," "Law student," etc. The phrase "College student" is not sufficient; the name of the college is required. Similarly, under reasons for requiring special privileges the terms "Study purposes," "Civil service examinations," "Night school," etc., are not sufficient. Special lines of work, study, or investigation for which preparation is being made must be definitely stated.

115. High school students do not need special cards. However, certain students in High schools requiring books for purposes other than regular school work may properly be recommended for special cards. Students in Normal College or the College of the City of New York applying for special cards must state whether they are taking courses in the High school or College departments of these institutions.

116. If a special card is lost, one month must elapse after notice is given the library of the loss before the card can be replaced. The reader shall be required to fill out a new application before the new card is issued.

CIRCULATION OF BOOKS

GENERAL RULES

117. On each borrower's card may be taken four books (only one of which shall be a work of fiction) and one current magazine. Bound magazines are considered as books, but unbound pamphlets may be considered as books or as "extras" like magazines.

118. A work published in more than one volume may, if the reader wishes, be regarded as a single book. A charge should be made for each volume on the borrower's card and the whole bracketed to indicate that the charge applies to a single work. When several music scores are issued in a portfolio as separate parts of the same work, the circulation shall be counted in the statistics as one volume.

119. Ordinarily, when several books are borrowed at once on the same card, only one of these may be a work of fiction; however, it is allowable to borrow several works of fiction at once on the same card when each of these is in a different language.

120. Books from the children's room circulated to adults shall be subject to the same rules as if circulated to children.

121. Cards issued by one branch are also good at all other branches. A borrower may hold books from several branches at the same time, provided that not more than four books and one magazine (the regular allowance) stand charged on the card at a given time. Each book or magazine, however, must be returned by the reader to the branch from which it was originally borrowed.

122. In most cases, all books, except such as are noted below, may be retained on regular cards for two weeks without being renewed. When charged for any shorter period, the fact should be stated to the borrower, even though the book is so marked.

123. A book may be returned to the library and discharged at any time, but no book may be exchanged for another on the same day on which it was taken out. Books are not received or discharged on days and hours when the branch is not open for circulation.

124. It is allowable to transfer a book from one card to another at any time, provided reserves do not stand against it, but in every case, the book and card on which it is to be charged must be presented.

125. The person to whom a card is issued is in all cases held responsible for books drawn by means of that card. If the card is lost, a week must elapse after notice is given the library of the loss, before the card can be replaced. (For lost special cards see Rule 116.)

126. When a duplicate card is issued to replace one lost it should be marked "Dup." A note of this issue, with date, should be made on the face of the application blank.

127. Borrowers' cards may be left at the library when not in use. These cards should be given out only to the owners, or members of their families, or upon presentation of their written orders.

128. On special occasions a borrower may receive or return books by mail or express, at his or her own expense.

129. The borrower shall present his card with every book returned, and books shall not be issued to a reader without a card.

130. Borrowers must always enter by one side of the desk and go out by the other, even during the quiet hours of the day.

131. Books in foreign languages shall be charged as other books, except that in the case of fiction the abbreviation for the language in which the book is written shall be placed after the date on the borrower's card.

132. Certain books, the free circulation of which among young people is undesirable, shall be placed on closed shelves and given out only to persons qualified to read them. The book card in each case should bear a distinguishing mark so that the book, when returned, will not be placed on the open shelves.

133. Books on reference shelves may be circulated occasionally at the discretion of the branch librarian. Volumes of encyclopædias and dictionaries may be given out to responsible readers at 9 p. m. to be returned at 9 a. m. the following day.

134. At the discretion of the branch librarian any cardholder of good standing may be allowed to draw not more than eight books at one time to be taken out of the city for vacation reading. These may not be taken earlier than May 15 nor retained later than October 1. One-week books and other books for which there is a general demand may not be lent under this rule.

135. Assistants are on the same footing as the public in regard to the borrowing of books, except that new books may not be reserved by them.

RENEWALS

136. Any two-week book with the exception of those marked "Not renewable," may be renewed once for an additional two weeks.

137. Applications for renewal may be made in person at the branch, or by postal or telephone, provided information is supplied as to the author and title of the book, the date on which it was borrowed, and the number of the borrower's card.

138. Applications for renewal must reach the library within seven days after the expiration of the original time-limit for the book. The book is renewed from the date of receipt of the request, and fines are charged for intervening days.

139. The privilege of renewing a two-week book once holds good even if there are reserves against it. A book may not be changed from "Renewable" to "Not renewable" until the holder has finished with it, under the rules.

140. A book may not be renewed a second time. However, when the book has remained on the shelves twenty-four hours, the borrower may take it out again as if he never had had it. When extra copies of the book are on the shelf at the time of request for second renewal, the borrower may retain his own copy as a new withdrawal.

141. In exceptional cases, when a reader wishes a second renewal on a book for which there has been no recent demand, he may be allowed this at the discretion of the branch librarian, even though there are no extra copies of the book on the shelves at the time.

142. Books which must be returned within periods shorter than two weeks and cannot be renewed, are as follows:

(a) Newly published fiction, and certain popular books of non-fiction, such as plays, etc., are charged for one week only, and are not renewable. (Titles coming under this rule will vary at different branches according to local demands.)

(b) Periodicals. Current numbers and those of the preceding month may be kept for three days only, and are not renewable. A periodical is considered current until the end of the month dated thereon. Only one current periodical may be taken on one card. Numbers two months' back or more are subject to the usual rule for books.

(c) Opera scores and librettos. All scores and librettos of operas being produced during the opera season are charged for three days only, and are not renewable. Out of opera season scores and librettos may be kept for two weeks, subject to renewal.

RESERVES

143. Any book in the branch not on the shelves or not otherwise immediately available for circulation, may be reserved for a borrower upon application at the desk.

144. There is no limit to the number of reserves that may be taken for a single book, nor to the number of reserves held by one reader.

145. The reader shall be given the option of a "call" reserve or a "postal" reserve. For the former no charge is made, the book being held until 9 p. m. of the day following its return to the library without notification to the reader, who is expected to call at the library daily.

146. Printed reserve postals are sold to readers at the delivery desk at a cost of two cents each, payable in advance. Reserve postals shall be mailed to readers as soon as the books reserved thereon are available.

147. Only one book reserve shall be entered on a postal. If a reader wishes postal reserves for more than one book, he must purchase a corresponding number of reserve postals.

148. Reserve postals should be filled out in ink, preferably by the reader, giving the reader's name and address, and the author and title of the book requested.

149. Books shall be held for readers until 9 p. m.* of the day following that on which the postal is mailed. Postals mailed too late in the afternoon for delivery on the same day must be dated the day following. When postals are mailed on Saturday, or on a day preceding a holiday, an extra 24 hours shall be allowed on the period of reserve.

150. Books shall be charged to the reader from the day the postal is mailed, with the exception noted above.

151. No charge shall be made for postals notifying readers of books received for them through the Interloan. (See under "Interloan.")

OVERDUE BOOKS

152. For books kept overtime a fine of one cent a day is incurred, including Sundays and holidays. If a magazine or book charged for three days, or a book charged on a special card, falls due on Sunday, no fine is charged if it is returned on Monday.

153. If the book on which there is a fine consists of several volumes, the assessment shall be made on the basis of one volume only.

154. A postal card notice is sent when a book becomes overdue, in accordance with the following schedule:

| | |
|---------------------------|---------------------|
| Two-week book..... | when overdue 7 days |
| One-week book..... | when overdue 3 days |
| Three-day book..... | when overdue 3 days |
| Book on special card..... | when overdue 1 day |

155. Books not returned within three days after the postal card notice has been mailed, are sent for at the borrower's expense, and he cannot then take another book, either from that branch or from any other branch, until the charges are paid. The charge for sending a messenger is 20 cents for adult borrowers and 10 cents for children. The charge is the same whether the messenger is sent to a borrower's home for one or more books, and irrespective of the number of calls made by the messenger for their collection. When a messenger is sent to collect books from two or more persons in the same family, a separate charge shall be made for each person.

156. No book shall be issued to a borrower owing fines. Although the branch librarian is always justified in withholding library privileges from persons owing fines, she is allowed discretion in enforcing this rule, according to the special circumstances in each case.

157. A fine owed in one branch deprives the borrower of the privilege of drawing books from any other branch.

158. As each fine, or assessment for damage, is paid, the assistant who receives it shall enter the amount in the cash book.

LOST AND MUTILATED BOOKS

159. When a book is reported lost no fine should be charged from the time the report is made. If the lost book is overdue, fines cease from the date of the report of loss.

160. A reader who loses a book is charged the price of the book plus accrued fines. The amount payable as the price of the book is determined by its actual cost to the library. A borrower may buy a book to replace the one lost (unless in strong binding), but it must be new and of the same edition as the one lost. If one volume of a set is lost and cannot be replaced separately, the loser must pay for the set, and is then entitled to all of the new set except the volume used in replacement. If a book lost and paid for is subsequently found, the money is refunded, less 25 cents.

161. A borrower who loses a magazine is charged the published price of the magazine plus accrued fines. If the lost magazine was issued in a holder, the borrower shall be required to pay for this, also. A new copy of a lost magazine in good condition will be accepted by the library in lieu of cash, if offered promptly by the borrower.

162. If a reader refuses to pay for a lost book his card should be withdrawn and the Central registration office notified.

163. When a person who has given a deposit in lieu of reference loses a book the librarian should collect from such person, if possible, the value of the book, leaving the original deposit intact. In case of refusal to pay, the money should be taken from the deposit, but no more books should be issued to the depositor until the deposit has been brought up to the original amount. In case this is not done the balance may be returned to the depositor and his card revoked. This rule applies to all other penalties to which the deposit member may be subject.

164. All books should be examined closely enough to detect any considerable mutilation or disfigurement, on their return from circulation, before being issued again. Slight damage should be noted on the book card so that the next borrower will not be held responsible.

165. The last holder shall always be held responsible for injuries to a book unless the damage was noted by him, on taking out the book, and reported to an assistant.

166. Damage done to books is assessed by the branch librarian. Distinction should be made between willful and accidental injuries in assessing damages. If the book is so damaged as to require rebinding the cost of this should be included. In case of books so damaged as to require replacement the rules in force as to lost books should be observed.

167. Loss or damage caused by fire may be adjusted at the discretion of the branch librarian.

INTERLOAN

168. Assistants should not fail, when asked for a book that is not in the branch, to call the reader's attention to the fact that it may possibly be obtained from some other branch. If the reader desires to have it sent for, a note must be made at once by the desk assistant and given afterward to the assistant in charge of Interloan work.

169. In receiving an interloan request the assistant should obtain as full information as possible from the reader concerning the book desired, such as, author (with initials), title, edition, publisher, and date. When these are not known, the subject of the book may be given, but the assistant should ascertain whether the reader desires a book treating this subject from the practical, theoretical, or historical side. (For example: The term "Railroads" used alone as the subject of a desired book on the Interloan request card is not sufficient to indicate the precise needs of the reader.)

170. Interloan request cards must be mailed daily to the Cataloguing office. Requests for books not in any branch will be returned immediately and the white duplicate slip with the report of the book from the reference department will follow in two days.

171. After filling an interloan request the assistant should detach the manila card from the messenger's pack and place same in the pocket of the book. This card is to be signed as a receipt by the assistant receiving the book, and forwarded at once to the Cataloguing office.

172. If the book requested is out, "too popular to lend," or otherwise unavailable, this fact should be noted on the request card, which is left in the messenger's pack for consideration at the next branch. When a book is out at all branches, a request slip for its reservation will be sent by the Cataloguing office to one branch, which after taking the reserve, shall forward the slip to the borrowing branch as a record of the progress of the request. If the reserve cannot be taken the slip should be returned to the Cataloguing office so that a second Interloan request may be made.

173. When a book is received through the Interloan, the branch borrowing it shall send immediate notice to the reader, and hold the book subject to the rules covering reserves. No charge, however, shall be made for reserve postals notifying readers of books received through the Interloan. The book is charged to the reader on a temporary book card provided for the purpose, the original book card being retained by the branch to which the book belongs, and the circulation is counted at the borrowing branch. Each book is lent for one issue only with its corresponding renewal, unless otherwise agreed between the lending and borrowing branches. Books borrowed on special cards are recalled when demand requires it. When a fine is due on a book borrowed through the Interloan, the branch collecting the fine retains the money.

174. Books purchased from the "balance fund" are for general use at all branches, rather than for the exclusive use of the branch to which they are assigned, and must be loaned through the Interloan when requested.

175. Interloan assistants should pay particular attention to requests for odd volumes or special editions of books. Volumes and editions are always plainly indicated and care should be taken to see that they are accurately observed.

176. One assistant, and in the larger branches two, should be scheduled to look up Interloan request cards promptly upon the arrival of the messenger.

177. All books sent through the Interloan must be enclosed in the manila envelope provided for the purpose.

ABBREVIATIONS

178. When convenient, abbreviations may be used to designate offices and branches, instead of writing out the full names, as on book orders, book cards, notices for the Central registration office, etc. Abbreviations must not be used on envelopes or packages sent through the Interloan, or on official reports.

179. Following are the recognized abbreviations for offices and branches, which should be learned by every assistant:

| | |
|-----------------------------------|--------------------------|
| Book Order office...B. O. | 135th Street...Ht. |
| Cataloguing office...Cd. | Jackson Square...J. |
| Central Children's room...Ch. | Kingsbridge...K. |
| Central Circulation...Cc. | Morrisania...Mr. |
| Central Registration office...Rg. | Mott Haven...Mh. |
| Central Reserve collection...Cn. | Muhlenberg...M. |
| Library for the Blind...Lb. | 96th Street...N. |
| Travelling Library office...T. | Ottendorfer...O. |
| Aguilar...A. | Port Richmond...Pr. |
| Bloomingdale...Bl. | Riverside...R. |
| Bond Street...Bd. | Rivington Street...Rn. |
| George Bruce...Br. | St. Agnes...S. |
| Cathedral...Ca. | St. Gabriel's Park...Sp. |
| Chatham Square...C. | St. George...Sg. |
| Columbus...Cs. | St. Raphael...Sr. |
| Epiphany...E. | Seward Park...Se. |
| 58th Street...F. | 67th Street...Ss. |
| Hamilton Fish Park...Hf. | Stapleton...St. |
| Hamilton Grange...Hg. | Tompkins Square...Ts. |
| Harlem Library...Hl. | Tottenville...Tv. |
| High Bridge...Hb. | Tremont...Tm. |
| Hudson Park...Hp. | Washington Heights...W. |
| 115th Street...Hu. | Webster...Wb. |
| 125th Street...H. | Yorkville...Y. |

BOOK ORDERS

180. All recommendations for the purchase of books must be made on form no. 02, using a separate slip for each title unless six or more of the same title are asked for at once, in which case the number desired should be specified as an exponent to the branch initial. Recommendations may be sent in at any time. Slips must be folded so that the no. 1 slip is uppermost. When the book is needed at the earliest possible moment the red slip should be used.

181. Order slips shall be sent directly to the Book order office, except for juvenile books, which shall be sent directly to the Supervisor of children's rooms, and for books desired for the work with schools, which shall be sent to the Supervisor of work with schools.

182. In sending in recommendations for duplicate books and replacements the class numbers of the books should be placed on the lower left hand corner of the order slips.

183. All slips for a new title should be checked as "new" until the first copy of the book has been received at the branch. Book orders should not be marked "new" that are new in only one department (*i. e.*, adult or juvenile).

184. When books are passed for examination at the regular meetings of branch librarians a slip bearing the branch initials is affixed to each book. Each librarian should sign her name after the branch initial when the book is wanted, and cross off the branch initial without signing when it is not wanted, or when it has been previously requested and a duplicate is not desired. This choice is to be indicated on the pass slips on both adult and juvenile titles at the time the books are passed, and not by separate order slips sent in after the meeting.

185. A regular no. 1 and no. 2 slip properly filled out must accompany each imperfect book returned to the Book order office.

186. Orders for replacement of worn out books should be sent in at least once a month to insure a proper apportionment of the fund set aside for this purpose. Such orders should not be written on red slips unless they are to be charged to the current branch fund and ordered immediately.

187. In ordering a last copy replaced, the order slip should be marked "last copy" over the author's name.

188. Books sent to the branches are invoiced in triplicate, each invoice sheet bearing its own serial number. The serial book number and brief title are written on the invoice. The original and duplicate invoices are sent with the books to the branches, the triplicate being retained by the Book order office on file until the duplicate is returned. The duplicate invoice must be signed and forwarded to the Book order office not later than the day following the receipt of the books. The original invoice bears an additional column in which the branch assistant shall place the accession number of the book when it is accessioned. This invoice must be returned to the Finance office (*not* to the Book order office) within a week after the books are received.

189. All packages, valises, and trunks sent to a branch by regular messen-

ger must be receipted for on the messenger's delivery sheet at the time of delivery. Trunks and valises should be returned by messenger on the day following their delivery.

190. A record of each gift, stating number of volumes and pamphlets received, with name and address of donor, shall be entered on a catalogue card and sent with the books to the Book order office. If the book is wanted at the branch, the word "gift" together with branch initial should be written in right hand corner of the fly leaf. The card is forwarded to the office of the Chief from which office all acknowledgments are made.

MAGAZINES AND NEWSPAPERS

191. All magazines and newspapers, including those taken by subscription and received as gifts, must be approved by the Chief of the department for use in the branches.

192. Each branch shall keep a list of its periodicals, including newspapers, on cards provided for the purpose, checking off each issue as it arrives. Failure to receive current issues should be reported promptly to the Supply office.

193. Branch librarians shall submit to the Chief of the department by October 15 a complete list of magazines (indicating the number of copies of each title) desired for the following year.

194. Where it is desirable to circulate current issues as well as to retain them in the reading-room duplicates should be requested, but back numbers of single files may be circulated on demand, even where the current issue is on file in the reading-room.

195. All unbound magazines not needed at the branch shall be sent in monthly to the Book order office. Requests for missing numbers desired to complete volumes for binding must be made each month, not annually.

196. All magazines to be bound should be sent to Book order office as soon as possible after the completion of the volume. Only magazines specified on the approved binding list may be bound. Instructions in regard to preparing them for binding appear on this list and should be carefully followed. The word "bind" should be placed on the first page of reading matter of each volume and on the outside of the package.

197. Care should be taken that title-pages and indexes are included with magazines sent to be bound. If they do not come with the last number of the magazine, this fact should be reported at once to the publisher, as in many cases title-pages and indexes for back volumes cannot afterwards be supplied.

198. Newspapers are ordered for each branch by the librarian from a local newsdealer, but all changes in the list must be submitted for approval by the Chief of the department. Back numbers of each paper shall be kept on file for one week, and issues of one New York paper, selected by the librarian with the approval of the Chief, shall be kept on file at each branch for one year back.

199. A card catalogue of newspapers received at all branches by subscription and as gifts is kept in the office of the Chief of the department. Assistants receiving inquiries from readers for papers not taken at their own branches, should telephone to the office of the Chief for information regarding the files at other branches.

BINDING, DISCARDING, AND MENDING

200. All matters relating to binding, discarding, and mending shall be in charge of the Supervisor of binding.

201. Special instructions are sent to branch librarians from time to time, but in general the following rules shall apply:

BINDING

202. One assistant at each branch should be given general oversight of binding, under the direction of the branch librarian and Supervisor.

203. Books to be bound shall be sorted at the branches for final inspection by the Supervisor, as follows: (a) books 8 inches high; (b) books over 8 inches; (c) books under 8 inches; (d) imperfect and damaged books, binders' errors, etc.

204. Books costing \$1.25 or more shall be collated before binding. Missing pages, mutilations, and other imperfections should be noted on the fly leaf, and the book laid aside for inspection by the Supervisor.

205. With each volume sent to the binder a "binder's slip" shall be enclosed, giving directions as to lettering, title, etc. Unnecessary words, and where possible, articles should be omitted from titles. If volumes are to be bound to match a set, a sample of the set with necessary directions, should be sent with them to the binder.

206. Binders receive instructions from the Supervisor to letter backs of books in the following order: (a) library seal; (b) author's name; (c) title; (d) volume number; (e) call number. The call number is to be placed so that the top of the main line shall be $2\frac{1}{4}$ inches from the bottom of the book.

207. Boxes containing books for shipment to binders should not weigh over 125 lbs. packed.

208. When books are returned from the binder they should be checked with the book cards in the "Bindery" file, and with the binder's bill. Each volume should be compared with the binder's slip to see that directions have been properly carried out. Mistakes in lettering, missing books, and other irregularities, should be noted on the bill.

209. After checking, bills should be countersigned by branch librarians, and forwarded promptly to the Supervisor.

210. All books, whether new in publishers' covers, or rebound, shall be "opened" before being placed in circulation. Books awaiting shelving should not be laid on their side edges.

211. Books for binding and discard should be properly sorted and conveniently arranged on shelves at the branches ready for inspection at any time. It is not always possible for the Supervisor to make appointments in advance with branch librarians, and much time is lost if books are not ready for immediate inspection.

212. A report on binding shall be rendered by the branch librarians to the Supervisor on the first day of each month, on the printed form provided for the purpose. This report should indicate not only the number of volumes for inspection, etc., but also books already inspected and not yet shipped to the binder from the branch.

213. A record is required of the number of issues of every volume before binding, the original cost of the book, source, whether in reinforced or "strong" binding, and, if rebound, the name of the binder. This record should be kept on every book card, and transferred to new cards when old ones are filled.

DISCARDING

214. During the months of May, June, and July, the Supervisor will inspect the shelves for the removal of books for discard at branches where this is necessary. Reference collections will be inspected at the same time.

215. At other times branch librarians should not remove books from the shelves for discard in greater number than twenty-five. If it seems necessary to withdraw a larger number of volumes from circulation, the branch librarian should notify the Supervisor, who will inspect the shelves.

MENDING

216. Elaborate mending of books should not be undertaken at the branches. With very few exceptions the only kinds of mending done should be as follows: (a) inserting occasional loose pages; (b) mending torn pages, replacing corners, mending maps, etc.; (c) adding fresh fly leaves; (d) covering; (e) putting on new sides.

217. Where possible, one assistant should be placed in charge of mending at each branch. She should sort books for mending each day, and inspect mended books before they are replaced on shelves for circulation.

218. Mending should be done daily, and, when practicable, assistants scheduled to work for a continuous time without interruption.

219. Joint mending should be undertaken only to a limited extent. Occasionally the double joint may be used to prolong the life of a book that is not to be replaced, but ordinarily, books broken at the front or back should be bound, not mended, if the editions and general condition warrant the expense.

220. The awl should not be used in mending books that are to be rebound, but only for the repair of books that are needed to fill a demand and are soon to be discarded.

CATALOGUING OFFICE**ACCESSIONING**

221. The necessary entries in the accession book are author, title, place and publisher, year, cost, class, volume and book number, and serial number.

222. When a book is lost or withdrawn, a note shall be made in the remark column of the accession book.

223. Every book and pamphlet that comes to a branch with a book number, has been entered for that branch in the union catalogue. If, for any reason, the branch does not keep the book, or does not wish to accession it, this fact must be reported without delay to the Cataloguing office.

SHELF LISTING

224. The entries on the shelf list shall include author's name with subject fullness, short title, edition, number of volumes and, except in case of fiction, date of publication.

225. In entering reports and proceedings of societies, the dates should always be given.

226. Shelf list cards shall never be removed from the shelf list case except to enter or cancel the accession numbers, and shall be immediately refiled.

227. When the last copy of a book has been withdrawn, the card shall not be removed from the case, but filed in a separate drawer.

PRINTED CARDS

228. A full set of printed cards (except title cards) is supplied by the Cataloguing office for each new book. When extra cards are required they are supplied through the same office, and must not be added by branches. Variations in assigned subject headings, and all other changes desired by branches, must be submitted for approval to the Cataloguing office.

229. Cards for children's books are distinguished by a "j" before the class number. These cards must not be filed in adult catalogues. Duplicate sets, not including analytics or subject headings for fiction, may be obtained from the Cataloguing office for filing in adult catalogues.

230. All books for which printed cards are to be supplied will be marked "C" in the lower left-hand margin of the title-page. If cards are not to be supplied, the reason will be given on the back of the title-page; *e. g.*, "Continuation," "Added entry," etc. New titles which reach the branch without either mark should be reported to the Cataloguing office.

WITHDRAWN BOOKS

231. Under the direction of the Supervisor of binding all books to be withdrawn from branches shall be stamped across the pockets "Withdrawn from branch," and "Duplicate" or "Last copy." These shall then be shipped to the central building for further disposal as additions to the central reserve and reference collections, as discards for use by the Travelling Library Office, or as waste paper. With each shipment an invoice bearing the name of the branch, date, and total number of books shall be sent in a special manila envelope addressed to the Book order office and attached to one of the trunks or valises included in the shipment, so that the books received may be properly checked and recorded. The remaining valises or trunks included in the shipment must bear tags addressed to the Book order office and indicating the branch from which they are sent.

232. Titles of last copies worn out at branches and not recommended for replacement, shall be listed by the branch librarian and sent to the Chief of the department for approval.

233. Mutilated and imperfect books and odd volumes of sets withdrawn from branches shall be so marked on the fly leaves. When shipped to the central building they shall be wrapped in separate packages tagged as "Imperfect discards."

234. No books withdrawn from branch collections for any reason shall be disposed of except in the manner prescribed above, excluding books destroyed on account of contagion. Magazines and newspapers not needed at branches shall be sent to the Book order office in monthly shipments for disposal.

CENTRAL RESERVE COLLECTION

235. Books that have not circulated for a period of such duration as would indicate slight demand, may, with the approval of the Chief of the department, be sent from branches to the central reserve collection.

236. Books intended for this collection shall be stamped and included in the regular shipments of books withdrawn from the branch, in accordance with directions given under the section "Withdrawn books."

237. If a work in more than one volume is withdrawn from a branch for the central reserve collection, the complete set shall be sent. Volumes making up each set shall be securely tied together.

238. Books transferred from the central reserve collection to a branch are sent as indefinite loans and shall not be re-accessioned by the branch receiving them.

239. When books lent from central reserve collection to the branches are worn out or lost in circulation, the book cards shall be returned to the Cataloguing office with an explanatory note.

240. When a book lent from the central reserve collection to a branch is lost and paid for, the money collected shall be sent to the Cataloguing office with the book card and explanatory note.

INVENTORY

241. The inventory of books in adult collections shall be taken at all branches during the month of April.

242. The inventory of books in children's rooms shall be taken at all branches during the month of May.

243. A preliminary report of losses shall be made on June 1, adult losses being reported to the Chief of the department, and juvenile losses to the Supervisor of children's rooms. Final reports of losses in each division shall be rendered on December 31.

STATISTICS

244. The following statistics shall be kept at each branch:

I. In the statistics book:

(a) Classified circulation for each day.

The total circulation in each class is tabulated, including books in all languages, and the total (unclassified) in each foreign language.

(b) Number of new cardholders added daily, with running total showing entire number to date.

II. In the juvenile statistics book:

(a) Classified circulation for each day.

(b) Members transferred to other branches.

III. In the registration book:

Name and address of each cardholder, in order of card issue, with name and address of reference, if required.

IV. In the reading-room book:

Number of readers daily.

V. On the monthly report blanks:

(a) On headquarters' report, data as indicated thereon.

(b) On report to Supervisor of children's rooms, data as indicated thereon.

(c) On report to Supervisor of school work, data as indicated thereon.

(d) On report to Supervisor of binding, data as indicated thereon.

(e) On report of illness — (see Rule 47).

245. Monthly reports must be in the hands of the statistical clerk before noon of the first day of the month, or on the second, when the first is Sunday or a holiday. They should be made out by the first assistant and examined and certified to by the branch librarian.

246. A special record by classes of books loaned under the vacation reading rule shall be kept at each branch, and forwarded to the statistical clerk during October. Only the total of each class is required.

247. The statistical report of the children's room should include all books circulated from that room, whether classified as juvenile or adult. A separate record of the adult fiction circulated from the children's room shall be kept and entered in red ink above the fiction total on the report card of the children's room.

248. Books in foreign languages circulated from the children's room shall be reported under the classes to which they belong and the total number shall appear in red ink in the "foreign" column.

249. On July 1 of each year shall be reported the number of volumes issued during the previous calendar year and not recovered from circulation. On December 31 the books thus reported and still missing shall be permanently deducted from the volume record of the branch as "Books missing in circulation."

SUPPLIES AND FURNITURE

250. All supplies, except those paid for from the small expense account, shall be requested through the Supply office, using the requisition blank form. Supply requisitions must be sent in on the first of each month. A duplicate should be retained at the branch, and when the goods are received, the separate items should be entered in the proper column, with the date of receipt. If goods are not received within a reasonable period the Supply office should be notified. As a rule, all supplies are sent out from the stock at the central building, accompanied by an itemized invoice. Certain items such as furniture, janitors' supplies, etc., are sent directly to the branch from the dealers, with bill.

251. On receipt of goods the assistant receiving them should sign the invoice or bill, but the branch librarian should examine all invoices and bills before sending them in, making sure that the items are correct. A written order must be obtained from the Supply office for clock repairs and similar work.

252. A special requisition for furniture is required.

253. Requisitions for coal and wood should not be sent on the supply requisition, but should be made on a separate form to avoid delay.

254. Bills for goods received must be forwarded promptly to the Supply office; if held for any reason, the office should be notified.

255. Rubber stamps for public and official use must be in the form and style approved for such purpose. Sample impressions of these stamps are to be seen at each branch.

256. An inventory of all supplies in stock at each branch shall be taken on January 1 and July 1 of each year, and reported to the Finance office on the printed forms provided for the purpose. An equipment inventory shall also be taken from time to time in accordance with special directions issued by the Chief of the department.

FINANCE

REPORTS

257. The following reports shall be sent regularly to the Finance office from every branch, as indicated:

Monthly

Small expense requisitions (on the 15th).

Salary requisitions (before the 15th).

Report of deposits in lieu of reference (on the 1st).

Cash with statement or report of

| | | | |
|-----------|---|---|---|
| (a) Fines | " | " | " |
|-----------|---|---|---|

| | | | |
|---------------------|---|---|---|
| (b) Reserve Postals | " | " | " |
|---------------------|---|---|---|

| | | | |
|-------------------------------------|---|---|---|
| (c) Sale of catalogues, Lists, etc. | " | " | " |
|-------------------------------------|---|---|---|

| | | | |
|-----------------------------|---|---|---|
| (d) Private telephone tolls | " | " | " |
|-----------------------------|---|---|---|

Quarterly

Cash, with statement of

Books lost and paid for (1st of January, April, July, and October.)

Semi-annually

Cash, with statement of

Deposits in lieu of reference (January 1, July 1.)

SMALL EXPENSE ACCOUNTS

258. Requisitions for "small expense money" shall be made in the name of the branch librarian, or her representative. Each requisition shall account for the petty cash spent since the last requisition and request its replacement.

259. There should be a balance of one-third of the original amount at the time of making requisition, to supply the needs of the branch until the check is received.

260. The requisition must be accompanied by receipts or vouchers when possible. These must be numbered in red ink on the lower left-hand corner, to correspond with the line numbers on the sheet. When a bill is itemized, only the total shall be entered on the sheet.

261. The small expense money shall be used only for small items, in emergencies, or for purchases where cash payment is absolutely necessary.

sary. A complete list of items which may be purchased from the small expense account is on file at each branch.

262. The monthly requisition shall include the transactions of the 15th day and shall be sent in the same day, except during June, July, August, and September, when the account shall be closed on the 12th day.

DEPOSITS

263. Cash deposits in lieu of reference shall be kept at the branches for eighteen months from the first of January and July following the date of the deposit and then, if not previously refunded, turned over to the Finance office, together with a list of the names of depositors and the dates of deposit.

264. Whenever it becomes necessary to refund an amount already turned in to the Finance office, this should be done from the cash balance on hand, and an application made at once to the Finance office for reimbursement, giving a receipt, which shows the depositor's name, date of deposit, and date of refund. The depositor's name is then stricken from the record at the office.

265. A monthly report shall be rendered to the Finance office by each branch, showing the receipts and refunds at the branch, and the amounts sent to, and reimbursed by, the Finance office.

266. Deposits should not be sent to the Finance office in the same envelope with the fines, but in a separate sealed envelope, properly marked.

CASH BOOK

267. A book recording receipts of cash for fines and penalties, reserve postals, lost books, sale of catalogues, etc., shall be kept at the charging desk, and a separate entry made under the proper heading at the time each amount is received.

268. Some one person must always be in charge of the cash and responsible for it. At the close of each day the amounts as entered under the various headings shall be added up and compared with the money in the cash drawer.

TELEPHONE

269. After every private call the person making use of the telephone shall give to the branch librarian a record slip and the money for the call. Local calls are computed at four cents each, and long distance calls, in accordance with the schedule issued by the Finance office.

270. The money for all private calls shall be turned in to the Finance office monthly.

271. Individual record slips for long distance calls, both business and private, shall be sent to the Finance office monthly.
272. Use of the telephone on private business is forbidden, except with permission of the branch librarian.
273. Outsiders are not allowed to use library telephones except by special permission from headquarters.

WORK WITH CHILDREN

274. Special instructions affecting the work of children's rooms and supplementary to the regulations herein contained are issued in separate form by the Supervisor.

275. A written report of the work in the children's room or section at each branch shall be rendered monthly to the Supervisor by the children's librarian or assistant in charge. (See also under "Statistics.")

WORK WITH SCHOOLS

276. Special instructions for branch librarians affecting the work with schools and supplementary to the regulations herein contained are issued in separate form and through the "Staff News" from time to time by the Supervisor.

277. A written report of the work with schools at each branch shall be rendered monthly to the Supervisor by the branch librarian. (See also under "Statistics.")

MESSENGER SERVICE

278. The library express shall be used as much as possible for the delivery of correspondence, etc., between branches and the central offices. Letters or reports of immediate importance should be mailed.

279. The full names of branches and offices, not abbreviations, shall be written on all letters and packages sent by library messenger.

280. The name of the sending branch or office shall be placed on all packages sent through the messenger service, and receipt tags shall be attached to valuable packages.

281. Books sent through the messenger service for the central reserve collection or the reference department, should be addressed to the Book order office, room 100. All gifts should also be sent to the Book order office, as stated elsewhere.

282. The names of branches on manila envelopes used in sending books through the Interloan should be placed in column from top to bottom, so that as many as possible may be written without erasure. Interloan assistants should see that all old addresses are crossed out before adding a new one.

283. Branches will be visited daily by the messengers in the following order:

DOWNTOWN ROUTE

St. Gabriel's Park
Epiphany
Ottendorfer
Tompkins Square
Hamilton Fish Park
Seward Park
Chatham Square
Rivington Street
Bond Street
Hudson Park
Jackson Square
Muhlenberg
Bruce
St. Raphael
Columbus
Riverside
St. Agnes
Cathedral
58th Street
67th Street

UPTOWN ROUTE

Webster
Yorkville
96th Street
Aguilar
125th Street
Mott Haven
Morrisania
Tremont
Kingsbridge
High Bridge
Washington Heights
Hamilton Grange
135th Street
Harlem Library
115th Street
Bloomingdale

WALL CASE EXHIBITS

284. The exhibits are for use in wall cases only, and must be kept intact for this purpose.

285. Exhibits should be exchanged every month or two by arrangement with the Central office.

286. Plates must not be perforated with thumb tacks, or cut or trimmed in any manner.

287. Plates not required for an exhibit should be kept in the portfolio.

288. All plates in the old exhibit must be returned at the same time, immediately upon the receipt of a new one.

289. Portfolios should be securely wrapped in heavy paper when returned to the Central office or forwarded to some other branch.

290. A notice should be posted on the public bulletin board calling attention to the exhibit.

291. These rules do not apply to the exhibits in the wing frames, which are in charge of the Print division.

ACCIDENTS, FIRE, AND OTHER EMERGENCIES

292. In case of an accident at a branch a written report shall be sent at once by the librarian to the Chief of the department, including the name and

address of the person injured, the date and hour of the occurrence, the names of witnesses, and other details.

293. If a reader is taken ill at a branch and requires immediate medical attention, an ambulance call should be sent to Police Headquarters (Borough of Manhattan telephone, Spring 3100; Borough of The Bronx telephone, Tremont 1300).

294. Emergency accident outfits are supplied each branch. Articles consumed should be promptly replaced. They may be paid for from the small expense fund.

295. Special instructions for action in case of fire issued in separate form must be conspicuously posted at each branch.

296. Special instructions are given branch librarians concerning the proper action to be taken in cases of disorderly conduct on the part of readers, attempted theft of books, etc.

CONTAGIOUS DISEASE

297. The list received daily from the Board of health of names and addresses of persons suffering from contagious disease must be compared at once with the branch register. If the name of a borrower appears on the list and the borrower's card is not on file, the special printed notice with return postal card must be sent without delay.

298. Books returned to the library from infected premises shall be placed in the receptacle supplied by the Board of health and held until called for by the Board of health messenger. If this call is delayed more than two or three days, the main office of the Board of health shall be notified by telephone.

299. On notification from the branch the Board of health will send to homes where cases of scarlet fever or diphtheria are known to exist and remove books from the infected premises. The special return postal card used in this connection, and addressed to the Sanitary superintendent, must be filled out as far as possible at the branch, *i. e.*, name, address, and titles of books should be supplied. In addition the return card should always have the branch address added.

PUBLIC LECTURES: USE OF ASSEMBLY ROOMS

300. Lectures under the auspices of the Board of education are held in certain branches. All branches should keep informed of such lectures in centres within their districts and should prepare and post lists of books on the subjects of the lectures. Each branch should keep in an accessible place on the desk a supply of folders announcing public lectures and should display conspicuously the placards relating thereto.

301. Other lectures may be held in library rooms by permission of the Committee on circulation. Such permission should be requested as far in advance as possible, giving full particulars of the proposed use of

the rooms. In general, permission is given only for educational use, not for social or political purposes, and in no case for any entertainment for which an admission fee is charged.

BUILDINGS

302. The Chief of repairs has general oversight of branch buildings and grounds, under the direction of the Chief of the department.

303. All repairs or alterations needed at the branches shall be reported to the Chief of the department on requisitions provided for the purpose.

304. In cases of emergency, such as the bursting of water pipes, leaks, etc., when the Chief of repairs cannot be reached, repairs may be ordered by the branch librarian directly through local plumbers, such repairs being afterward reported to the Chief of the department on the regular requisition for record. Otherwise, no repairs or alterations shall be undertaken without the consent of the Chief of the department.

305. Janitors should be instructed to keep fire pails and extinguishers filled and available for immediate use, in accordance with the regulations of the Fire department.

306. Substitute janitors are forbidden to start fires in the boilers without the consent of the Chief of repairs.

307. Special rules for the use and care of the electric book-lifts are posted at each branch, and should be carefully noted by each assistant.

308. Under no circumstances is it allowable to fasten anything to the furniture or woodwork with thumb tacks, or to stick any notice or sign to windows, glass panels in doors, or partitions.

309. All decorations for branches, including pictures, vases, etc., must be approved by the Chairman of the Circulation committee before being displayed.

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